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OFFICE OF TRAINING

NOTICE
No. 2-69

31 July 1968

SUBJECT : Reimbursement for Official Transportation in
the Metropolitan Washington Area

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REFERENCE: 

A. PURPOSE

This notice describes OTR policy and the procedures required for OTR personnel to obtain reimbursement for official transportation in the metropolitan area.

B. POLICY

1. Reimbursement for official transportation, including the use of POVs, may be claimed under the following circumstances:
 - a. Mileage during the workday from the normal duty post to other points of business and return. Or,
 - b. The difference between the mileage from home to normal duty post and mileage from home to temporary duty post or other place of business--only if the latter distance is greater.
 - c. Parking fees.
2. Reimbursement for official travel may not be claimed under the following circumstances:
 - a. To attend internal or external training courses.
 - b. To perform overtime duties at the normal duty post.

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C. GUIDELINES

1. The following excerpt from [REDACTED] is provided to serve as a quick reference and guideline:

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"Employees may be reimbursed for the use of public transportation, including taxicabs, and privately owned vehicles for official business when authorized or approved by an approving officer. The signature of the approving officer will be accepted as evidence of an affirmative finding that the transportation used was more advantageous to the Government than alternate available means of transportation, including the Agency shuttle bus."

2. The reference also describes the most common round trip reimbursement rates for official use of POVs. OTR, because of its location at 1000 Glebe Road, has developed other standard rates. The most frequently used round trip rates authorized are described below:

From Headquarters

to Rosslyn Area	14 miles	\$1. 40
to 1000 Glebe	16 miles	1. 60
to National Airport	24 miles	2. 40

From 1000 Glebe Road

to Rosslyn Area	7 miles	\$. 70
to National Airport	14 miles	1. 40
to [REDACTED]	16 miles	1. 60

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Mileage for travel not listed above, and which is not included in the referent regulation, will be paid on the basis of odometer readings at the rate of ten cents per mile until such time as a standard rate is established. It is suggested that schools and staffs having high frequency local mileage to other points develop the average mileage rate and submit their rates to Plans and Management for review, approval and incorporation with the above-established standards.

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D. CLAIM PROCEDURES

1. Claimants are to complete Form 2646, Claim for Reimbursement for Petty Cash Expenditures. Such claims are to be approved by the School or Staff Chief, or his deputy, and reimbursement obtained as follows:
 - a. All employees may file claim with the Budget & Fiscal Imprest Fund Custodian.
 - b. Members of Covert Training may, and are encouraged to, file their claims with the Covert Training Imprest Fund Custodian.
 - c. As an alternative, employees may file their claims directly to the Monetary Division, OF, provided the claim has first been submitted to Plans and Management for signatures of approval and availability of funds.
2. Any questions on this subject may be referred to the Budget and Fiscal Branch of Plans and Management.


John Richardson
Director of Training

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Distribution:

Chiefs of Schools & Staffs/OTR


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